



Office of the Dean

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DATE: February 15, 2008

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: Ronald F. Levant
Dean

RE: Chair Review Guidelines

The attached guidelines have been approved by the Faculty of the Department of **Philosophy** on February 14, 2008.

I have approved the attached guidelines.

If you concur, we ask that you also approve the guidelines.

Department Chair or Faculty Representative

2/15/08

Date

Dean

2/18/08

Date

Senior Vice President, Provost
and Chief Operating Officer

2/21/08

Date

Chair Evaluation Guidelines
Department of Philosophy

As specified in the Contract (Article 10, Section 5):

During the final year of the department chair's term of appointment, chairs who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. The review shall include:

1. An evaluation of the chair's performance shall be conducted by a committee of four members of the bargaining unit of the department: two elected by the bargaining unit members, one appointed by the dean, and one appointed by the Provost.
2. The evaluation shall be conducted according to the process set forth in the college's and departmental guidelines and approved by the dean and the Provost.
3. The evaluation process shall include the opportunity for individual bargaining unit members either to evaluate the Chair using IDEA forms, or to make an anonymous (to the extent permitted by law) written qualitative and summary evaluation of the chair. The committee's recommendation shall include a summary of the individual bargaining unit members' evaluations.
4. The committee shall report its recommendation to the dean after conferring with the bargaining unit members.

A copy of the committee's report shall be sent to the Chair when the report is sent to the Dean.

At the written request of the Chair Review Committee (CRC), defined in #1 above, it shall be the responsibility of the chair to provide to the CRC:

- (A) A written self-report describing the Chair's performance since the beginning of his/her term of office.
- (B) A current curriculum vitae.
- (C) Copies of the Chair's previous reviews, if any.

All materials will be available for review and comment by all bargaining unit faculty. Once all bargaining unit faculty have had an opportunity to review the materials and submit feedback to the CRC by letter (anonymously, if desired), email, or in a final face-to-face meeting of all bargaining unit faculty, the CRC will evaluate the evidence provided and will issue a recommendation based on information provided to it by the chair, but may also consider personal impressions regarding how well the Chair promotes collegiality within the department (or between departments), how well the Chair relates with students and with administration, the extent to which the Chair promotes an atmosphere of diversity (including intellectual, ethnic, gender, and political diversity), how well that Chair manages the responsibility of the position, and whether the Chair is ethical in decision making. The CRC should also solicit written comments on the chairman's job performance from administrative support staff, and include such information, where relevant, in its report.